

PRISON INDUSTRY AUTHORITY INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (Metal Fabrication)

OPEN

RC80-7191



CALIFORNIA
STATE
GOVERNMENT

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE This is an open examination. Applications will not be accepted on a promotional basis. Career credits will not be granted.

POSITION LOCATIONS California State Prison, Avenal, Kings County; California State Prison, Corcoran, Kings County; California State Prison, Solano, Solano County, Folsom State Prison, Sacramento County, Deuel Vocational Institution, Tracy, San Joaquin County.

HOW TO APPLY Supplemental applications will be accepted on a continuous basis. Supplemental applications can be obtained at Prison Industry Authority, 560 East Natoma Street, Folsom, CA 95630-2200 or by calling the Examination Services Unit at (916) 358-2696, and one will be mailed to you. **DO NOT SUBMIT YOUR APPLICATION TO THE PRISON INDUSTRY AUTHORITY.** Submit your supplemental application in person or by mail to:

**STATE PERSONNEL BOARD
801 Capitol Mall
Sacramento, CA 95814**

APPLICATION DEADLINE Testing is considered continuous.

SPECIAL NEEDS If you have a disability and need special testing arrangements, please call (916) 653-1502.

WRITTEN TEST The entire examination will consist of a supplemental application. No written test is required.

SALARY RANGE \$3667 - \$4416 per month

ELIGIBLE LIST INFORMATION **A CANDIDATE MAY BE TESTED ONLY ONCE IN A 6 MONTH PERIOD.** Names of successful competitors will be merged into the eligible list in order of final scores, regardless of test date. The names will remain on the list for 24 months.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION Qualifying experience may be combined on a proportionate basis if the requirements stated on the next page include more than one pattern and are distinguished as "Either" I, "or" II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement. All applicants must meet the education and/or experience requirements for this examination at the time this application and supplemental application are submitted.

**CALIFORNIA STATE PERSONNEL BOARD
801 CAPITOL MALL
SACRAMENTO, CA 95814
(916) 653-1502-TDD (916) 654-6336**

**MINIMUM
QUALIFICATIONS**

Two years of production experience in a metal fabrication enterprise or trade. (Education, such as trade school, vocational education or a major in the applicable trade at the community college, college or university level may be substituted for the required experience. Such education must include two years of course work in the specific industrial operation.) **Promotional candidates, including those in training and development assignments who are within six months of meeting "Minimum Qualifications" for this classification, will be admitted to the examination but must complete the required experience before they are eligible for appointment.**

SPECIAL PERSONAL CHARACTERISTICS: Tact, patience and ability to work with persons confined in a correctional institution.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to positions in this class will be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

ADDITIONAL DESIRABLE QUALIFICATIONS: (Industrial Supervisor, Prison Industries (Metal Fabrication)) Experience in tube-bending machine operation including "set-up"; spray painting on conveyORIZED lines including bake oven and metal prep conveyORIZED lines; rating as Sheet Metal journey person; tool and die experience; blueprint reading and shop math; supervisory experience; education equivalent to completion of the 12th grade and assertiveness .

**POSITION
DESCRIPTIONS**

This enterprise involves the manufacturing of a variety of metal products including but not limited to, license plates, signs, beds, chairs, tables, lockers, file cabinets, desks, shelves and stools.

An Industrial Supervisor, Prison Industries (Metal Fabrication) plans and schedules production, including labor, materials and equipment; coordinates and/or supervises installation, operation, maintenance, and repair of equipment and/or machinery; makes recommendations to increase production efficiency and product quality; trains, counsels and supervises inmates or residents in production work, quality control, safety, and personal development; evaluates their performance and recommends appropriate action; assists in budget preparation and makes recommendations for needed materials, labor and equipment; supervises preparation of records and reports on production, processing and inventories; maintains order and supervises conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects and searches inmates or residents for contraband; such as weapons or illegal drugs; and does other related work.

APPLICATION SCOPE

In addition to evaluating the competitors relative abilities as demonstrated by quality and breadth of experience, emphasis on the supplemental application will be on measuring competitively, relative to job demands, each competitor's:

A. **Knowledge of:**

1. Metal working methods, including but not limited to cellular manufacturing, computer numerical control (CNC), and manual operated metal working equipment used to fabricate metal products in accordance with blueprint specifications.
2. Production scheduling and control procedures.
3. Quality control methods and inspection procedures such as: materials and welding standards paint hardness and thickness testing; use of precision measuring devices such as precision measuring devices such as calipers and micrometers; accurate record keeping of quality control inspections to insure plans or blueprints are being followed.
4. Safety practices and procedures in the manufacturing of metal products as prescribed by the Illness and Injury Prevention Program, which includes all state, local and Federal mandates to establish and maintain a safe and healthy work environment.

**APPLICATION SCOPE
(Continued)**

Knowledge of:

5. Proper lifting, moving and transportation of raw materials and finished goods, and the ability to use material handling equipment following departmental safety procedures.
6. Principles of personnel management and supervision required to select, train and develop staff/inmates to achieve maximum production and efficiency of operations.
7. Vendor resources, service providers and procurement processes to purchase raw materials for metal product manufacturing in accordance with State Administrative Manual and Department of General Services requirements and department purchasing policies, processes and procedures.

B. Ability to:

1. Repair, maintain and adjust required metal production equipment safely and accurately and in compliance with manufacturers standards/recommendations to ensure a minimum breakdowns and prolong life of the equipment.
 2. Make labor and material estimates to attain accurate costs of products made.
 3. Instruct and supervise staff and/or inmates in safe and efficient production techniques.
 4. Treat all staff and inmates equally by maintaining firm, impartial and consistent discipline of the work force to create, maintain and enforce compliance in the workplace.
 5. Legibly write in English at a level required for the preparation of detailed written reports and correspondence; read, interpret and apply detailed written directions, policies, rules and regulations at a level necessary to maintain and enforce compliance in the workplace.
 6. Accurately analyze situations and take appropriate action.
 7. Keep records and prepare reports accurately on various subjects pertaining to factory operations.
 8. Effectively communicate in English on a one-to-one basis for the purpose of exchanging information.
 9. Train and motivate others to increase productivity, improve/develop skill, and maintain a high level of employee morale.
 10. Calculate solutions to mathematical problems involving addition, subtraction, multiplication and division.
 11. Control production of metal products efficiently using existing software and scheduling procedure meet customer demands.
 12. Interact with inmates on a one-to-one basis for the purpose of providing directions, training and personnel evaluations.
 13. Interpret and apply the inmate time keeping, payroll, and performance evaluation requirements of the Inmate Work Incentive Program to comply with the Department of Corrections and Rehabilitation mandate.
 14. Safely and accurately set up and operate metal working equipment and machinery, such as turret and punch presses, press brakes, power shears, ironworkers, mig, tig, spot welding, and spray painting equipment at a level to manufacture metal products.
 15. Read and understand blueprints, use precision measuring devices such as calipers and micrometers to produce products in accordance with customer needs.
 16. Properly handle and store hazardous material/waste as prescribed by local Health and Safety Codes.
 17. Accept constructive criticism to improve skills and abilities in order to efficiently perform duties and meet job expectations.
 18. Interact with others in a positive manner to establish and maintain effective working relationships.
 19. Learn and accept a variety of job related activities for effective job performance.
 20. Work in a team environment and work collaboratively toward shared goals to promote and affect efficiency of operations.
 21. Sustain a professional and consistent demeanor under a variety of circumstances to create and maintain a positive working environment and relationships with others.
 22. Treat people with respect and dignity and value their differences to maintain a professional working environment, increase morale and maintain a positive image and reputation.
 23. Influence others in a positive manner to achieve organizational goals.
 24. Exercise assertiveness during adversity when faced with resistance or noncompliance from inmates to maintain order in the factory.
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ACCURACY

It is especially important that the candidate take special care in accurately and completely filling out the application and supplemental applications.

VERIFICATION

All information provided in the supplemental application is subject to verification.

**VETERANS
PREFERENCE**

Veterans Preference will be granted for these examinations.

QUESTIONS?

If you have any questions concerning this announcement, please contact the State Personnel Board, Examination and Selection Services Unit, 801 Capitol Mall, Sacramento, CA 95814, (916) 653-1502, TDD (916) 654-6336.

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may complete the Supplemental Application, which is scored competitively. Possession of the entrance requirements does not assure a place on the eligible list. Your responses on the Supplemental Application will be compared with the responses of the others who take this exam, and all the candidates who pass the exam will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by examination, regardless of date, must be used in the following order: 1) sub-divisional promotional 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional 5) open eligible lists. departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in the order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible list will be used only to fill vacancies in the areas shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans Preference: California law limits the granting of veterans preference points in open examinations and open non-promotional examinations. Credit in open examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations is granted as follows; Five (5) points for veterans; and 10 points for disabled veterans. Directions for applying for veteran's preference are on the Veterans Preference Application form which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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